

# Executive Office Intern

FLSA Status: *Non-Exempt*

## General Definition of Work

To provide administrative assistance to the Executive Office including Town Manager, Town Public Information Officer and Town Clerk's Office.

## Essential Functions

*The following functions are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

Assist the Executive Office with projects and assignments. Responsibilities include project management, administrative duties, online research, and working on assignments from Executive Office Staff. Project assignments will vary and be made through the Executive Assistant Deputy Town Clerk.

## Knowledge, Skills and Abilities

The successful candidate must have excellent writing skills, communication skills, and a positive attitude. A good understanding of the social media sites such as Facebook, LinkedIn, Twitter and similar sites would be beneficial. Knowledge of standard office practices, procedures, equipment and office assistance techniques; knowledge of business English, spelling and arithmetic; ability to read and understand basic Town and State policies and procedures of limited scope and difficulty; ability to type accurately at a reasonable rate of speed; ability to operate standard office and computer equipment; ability to establish and maintain effective working relationships with associates and the general public.

## Education and Experience

Open to undergraduate or graduate college students or individuals who have graduated in the past year or less. Prefer marketing, journalism, political science, business administration, real estate development or public administration majors.

## Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work has no special vision requirements; vocal communications is required for expressing or exchanging ideas by means of the spoken word levels; work requires preparing and analyzing written or computer data, using of measuring devices and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office with copy machines, telephones and/or computer printers, light traffic).

## Special Requirements

Possession of an appropriate driver's license valid in the State of South Carolina.  
Must pass drug screening.

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*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*